



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Treasury Program Manager II (Specialist)
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$5857- \$7064

Under the general direction of the Assistant Director (Policy Development) CEA 3, the position serves as the technical expert for the Golden State Tobacco Securitization Corporation Tobacco Settlement Asset-Backed Bonds (Tobacco Bond Program) performing the most complex and sensitive analytical work and by developing, implementing and monitoring the Program. This position is also the lead over the other Tobacco Bond Program position.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Develops and manages the State's Tobacco Bond Program by analyzing and reviewing complex legal and tobacco related documents and proposals for the State's Tobacco Bond Program; prepares recommendations to top level management to address sensitive issues in areas such as the Tobacco Industry litigation, Civil litigation, Master Indenture, Purchase and Sale Agreement, tobacco settlement revenues, Master Settlement Agreement, California Escrow Agreement, National Escrow Agreement, auction agreements, turbo redemptions, sinking fund installments, events of default, and the Tobacco Bond Program Official Statement; also works with other Sections and Divisions in the State Treasurer's Office (STO) to accomplish program goals.
- Sets up the structure for the short and long range direction of the STO Tobacco Bond Program by developing and implementing policies, preparing procedures, directing lower level staff assigned to the program, advising higher level management on the most complex and sensitive issues, and responding to rating agencies and investor inquiries about the Program.
- Analyzes legislation related to the Tobacco Bond Program; makes policy recommendations and consults with high-level staff in the legislature, other State agencies, and private industry on tobacco issues. Responds to the most complex or sensitive inquiries from investors, State agency representatives, bond counsel, and the general public. Drafts legislation to address the State Treasurer Office's needs to carry out its financial responsibilities and monitors State and federal legislation as it relates to the Tobacco Bond Program.
- Acts as the Department's Representative in meetings with State departments, the Legislature, investors, rating agencies, and bond council on tobacco issues such as, tobacco industry litigation, regulatory initiatives related to the manufacture, sale and use of tobacco, civil litigation, master settlement agreement litigation, and tobacco and cigarette consumption.

DESIRABLE QUALIFICATIONS:

- Strong financial skills in accounting and auditing.
- Demonstrated ability to write and verbally communicate well.
- Ability to make presentations to management and others.
- Ability to accept multiple assignments and meet critical deadlines.
- Ability to quickly acquire technical knowledge.
- Computer skills, (Microsoft Word, Excel, Access or similar IBM compatible applications.)

CONDITIONS OF EMPLOYMENT:

Fingerprinting and background check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Treasury Program Manager II may apply.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position. ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (i.e., list eligibility and score, SROA, surplus employee, reinstatement, etc.). Also, list the number "820-506-4225-001" next to the classification on your application/resume, i.e., (TPM II 820-506-4225-001). If you do NOT indicate the source of your eligibility, you may not be considered for an interview.

FINAL FILING DATE:

Until filled.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

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PFD/506/kd
10/28/08